

QuickFile:

*Workers' Compensation
Quarterly Report Filing Made Easy!*



Two ways for filing online

Your business needs to file a **quarterly report** each quarter showing gross payroll and worker hours, or report "0" if no hours were worked during the quarter.

www.Lni.wa.gov/QuickFile

*Ideal for small
employers with
fewer hours*

- Watch a short "how to" tutorial on the four easy steps to filing.
- Calculates rates for you.
- Pay premiums by electronic bank transfer, credit card, or check.
- Print proof of receipt.

www.Lni.wa.gov/Secure

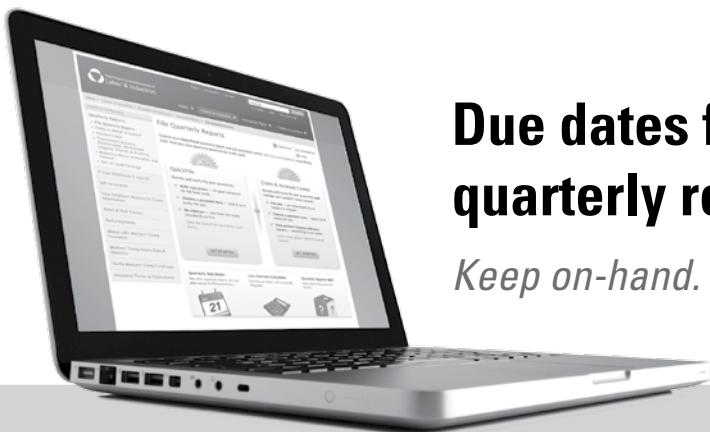
*Ideal for larger
employers with
more hours to report
or active workers'
comp claims to track*

- File quarterly reports and manage your workers' comp account in one place.
- File late reports after the filing deadline.
- View account balance and past reports.
- Amend past reports.



Washington State Department of
Labor & Industries
Workers' Compensation Services

*See reverse side for **important**
quarterly report filing deadlines.*



Due dates for quarterly reporting

Keep on-hand.

Quarter	Report period	Report & payment due by
1	Jan. 1 – March 31	April 30
2	April 1 – June 30	July 31
3	July 1 – Sept. 30	Oct. 31
4	Oct. 1 – Dec. 31	Jan. 31

- Penalties and fees will apply if report or payment is submitted after the due date.
- Due date fall on a weekend or holiday? Then the due date is the following business day.

File online

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Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.



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